

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD  
Fire Education and Training Committee  
December 1, 2005**

A regular meeting of the Committee on Fire Education and Training was held at the Lynchburg Fire & EMS Department in Lynchburg at 10:00am. Mr. Floyd Greene served as Chair.

**COMMITTEE MEMBERS PRESENT**

Gary Eads  
Thomas Fuqua  
Floyd Greene – Chair  
Lora Sharkey

**COMMITTEE MEMBERS ABSENT**

Kenneth Brown  
Richard Steinberg

**VFSB MEMBERS PRESENT**

Ed Altizer  
J. Chris Kollman  
John Miller in place of Carl Garrison  
Dennis Mitchell  
Mike Reilly

**AGENCY MEMBERS PRESENT**

Don Hansen  
Buddy Hyde  
Nausheen Khan  
Christy King  
Christine Lopilato  
Larry McAndrews  
Tom Phalen

**GUESTS PRESENT**

Jerry Davis (Northumberland County)  
Lee Day III (Bedford County)  
Kenny Eades (Northumberland County)  
Jack Jones Jr. (Bedford County)  
Bill Pennell (Lancaster County)  
Charlie Singleton (VSFA)

## **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the October 2005 meeting. With no changes to the minutes, the October 13, 2005 meeting minutes were approved.

## **CHANGES TO THE AGENDA**

### **Unfinished Business:**

None

### **New Business:**

Strike "Chain of Command" and Insert:

- A. Burn Building Specifications
- B. General Aviation Firefighting for Structural Firefighters
- C. Motor Sports Emergency Response Training

## **PUBLIC COMMENTS**

Lynchburg Fire & EMS Chief welcomed all to Lynchburg.

## **COMMENTS FROM THE VDFP LIAISON**

**Enclosure 1.** – Certified Fire Training Progression Chart & 2006 Classes

### **Virginia Fire Services Board Training Committee Report**

Discussion continued over Ace Accreditation.

Questions were asked about the cost of canceling courses due to lack of enrollment or attendance. Another comment was made to commend the instructor committee due to their revision of the Instructor I Manual.

## **COMMENTS FROM THE GRANTS MANAGER**

**Enclosure 2.** – Burn Building Project Summary

In regards to Gloucester County's burn building, it was mentioned by a board member that the use of non-galvanized steel is not at the discretion of the Training Committee, which supports the waiver, rather at the discretion of the Full Board.

In regards to Fairfax County, it was recommended by the agency to close out their \$9,005, as their repair project has been completed, and that they will have until June 1, 2006 to either forfeit or accept their 2002 award amount of \$9,005.

## **COMMENTS FROM THE COMMITTEE CHAIR**

It was mentioned that Bedford County will be holding a social event at Twin Oaks Restaurant in Forest, VA at 6pm, and that no public business will be discussed.

It was also mentioned that there is a Hospitality Suite at the hotel hosted by Lynchburg Fire & EMS, and that no public business will be discussed.

## **UNFINISHED BUSINESS**

### **Topic: Bedford County Burn Building**

**Enclosure 3.** – Bedford County Burn Building Plan

**Motion:** Accept Bedford County grant request for new burn building.

**Discussion:** The Bedford County grant request was presented by Chief Jack Jones. The report was commended by board members, as most previous concerns have now been answered.

**Vote:** Motion carried

**Action:** Recommend to Committee on Administration, Policy & Finance

### **Topic: Northern Neck Burn Building**

**Enclosure 4.** – Northumberland County A&E Contract

**Enclosure 5.** – Northern Neck's Structural Engineer Letter

**Motion:** Appropriate up to \$330,000 for the construction of Burn Building for Northern Neck upon completion and submission of required paperwork.

**Discussion:** Jerry Davis, Executive Director of the Northern Neck Planning District, briefly discussed the history of the Northern Neck burn building, and the concerns expressed from the past board meeting. They addressed these issues and are requesting full funding.

It was requested by the Board to complete the original application as there are some missing items.

**Vote:** Motion carried

**Action:** Recommend to Committee on Administration, Policy & Finance

## **NEW BUSINESS**

### **Topic: Burn Building Specifications**

**Motion:** None

**Discussion:** Discussion ensued regarding Exhibit A, the structural components of the Burn Building Policy, which was developed in 2000. It was mentioned that the Agency is in the process of hiring an engineer, who will better be able to review Exhibit A and advise the Board on structural issues. It was mentioned by staff that it is expected to have the coming A&E firm committed by February and be able to address Exhibit A and update the document within 18 months.

**Vote:** None

**Action:** None

**Topic: General Aviation Firefighting for Structural Firefighters Course**  
**Enclosure 6. – Student Manual and Instructor Manual**

**Motion:** Accept the General Aviation for Firefighting for Structural Firefighters presented on Dec. 1, 2005 as an approved non-certification class.

**Discussion:** It was presented by Agency staff that the general aviation firefighting course for structural firefighters has been modified in several respects. The course has formed into a stand-alone class, with no prerequisites needed. Also, most students are volunteer, and not required to purchase the textbook. Another change is that the students now have a total of 16 hours (12 academic hours and 4 hours spent at the airport).

**Vote:** Motion carried

**Action:** Recommended to the Full Board for approval

The Committee recessed at 11:33 am

The Committee reconvened at 11:44 am

**Topic: Motor Sports Emergency Response Training**  
**Enclosure 7. – Motor Sports Emergency Response Training Presentation**

**Motion:** Approve Motor Sports Emergency Response Training Program as presented by staff.

**Discussion:** A question was asked about whether or not these courses are funded. It was responded that currently, everything is indeed funded; however, a concern was mentioned about the fairness in funding a NASCAR related program and not funding industrial fire brigades programs.

Another board member mentioned that this was a long awaited program and is beneficial; however, a concern is to not limit the program only to carts, as the inclusion of other drag sports in this program may also be necessary.

It was also mentioned that portions of the administrative manual presented may not be needed due to its excessive details. The staff member and other board members disagreed and responded that the details are necessary due to different types of scenarios that are subject to occur. Discussed ensued regarding the Board's authority in setting guidelines and standards in regards to this program.

**Vote:** Motion carried

**Action:** Recommend to Full Board for approval

## **ADJOURNMENT**

The Committee adjourned at 12:31pm

Clerk of the Committee  
Nausheen I. Khan

## **REVIEWED BY:**

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Larry McAndrews, VDFP Liaison

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Date

## **Enclosures:**

1. – Certified Fire Training Progression Chart & 2006 Classes
2. – Burn Building Project Summary
3. – Bedford County Burn Building Plan
4. – Northumberland County A&E Contract
5. – Northern Neck's Structural Engineer Letter
6. – Student Manual and Instructor Manual
7. – Motor Sports Emergency Response Training Presentation

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD  
Fire Prevention and Control Committee  
December 1, 2005**

A regular meeting of the Committee on Fire Prevention and Control was held at the Lynchburg Fire & EMS Department in Lynchburg at 1:00pm. Mr. Dennis Mitchell served as Chair.

**COMMITTEE MEMBERS PRESENT**

Ed Altizer  
Dennis Mitchell – Chair  
Brian Mullins  
Michael Reilly

**COMMITTEE MEMBERS ABSENT**

Susan Williams

**VFSB MEMBERS PRESENT**

Gary Eads  
Thomas Fuqua  
Floyd Greene  
J. Chris Kollman  
John Miller in place of Carl Garrison  
Lora Sharkey

**AGENCY MEMBERS PRESENT**

Russ Chandler  
Buddy Hyde  
Nausheen Khan  
Christy King  
Christine Lopilato

**GUESTS PRESENT**

Charlie Singleton

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the October 2005 meeting. With no changes being made, the October 13, 2005 meeting minutes were approved.

## **CHANGES TO THE AGENDA**

### **Unfinished Business:**

- A. Smoke Alarm Grant Program

### **New Business:**

- A. Report From The Code Change and Sub-Development Committee
- B. Mini-grants

## **PUBLIC COMMENTS**

None

## **COMMENTS FROM THE VDFP LIAISON AND THE VIRGINIA FIRE MARSHAL ACADEMY**

### **(Russ Chandler reporting for Billy Shelton)**

The Fire Prevention and Control Plan is being worked on by Christy and a report will be presented by the February meeting.

It was reported that over 19,497 nationally registered Virginians are now listed with the Pro-Board.

The Ace Review is in progress at VDFP and the VDFP Liaison Mr. Shelton is not at the meeting due to his occupancy with that progress.

The Public Fire & Life Safety Educator (NFPA 1035) Level I was presented to the committee. One hard copy was made for the Chair w/ 15 CD's, one for each Board Member. Level II is presently in development.

This year's Law Enforcement School for Fire Marshals was an outstanding success. A great deal of credit should go to the students themselves, as they came together as a strong team, supporting each other and the school. It was mentioned that for the first time ever, absolutely no counseling by staff was necessary.

It was reported that the notice of grant award letters have been sent out, 30 of 37 Mini-grant acceptances have been received and 36 of 40 VFIRS acceptance forms have been received thus far.

## **COMMENTS FROM THE COMMITTEE CHAIR**

The Committee Chair described his two week experience in the Gulf Coast assessing damage inspections. He took two teams from Virginia (Fairfax and Manassas) and learned about the importance of good code enforcement and a stable environmental. The Chairman's team accomplished about 1500

inspections in two weeks, while the locality near New Orleans has a staff of 3 whom complete about 20 inspections a day. New Orleans only asked for assistance from three states, Virginia, Washington, and Ohio.

## **REPORT FROM THE CODE CHANGE AND SUBDEVELOPMENT COMMITTEE**

**Enclosure 1.** – Part I of the Virginia Uniform Statewide Building Code (2003 Edition)

The International Code for the 2003 edition is completed.

## **UNFINISHED BUSINESS**

### **Topic: Smoke Alarm Grant Program**

**Enclosure 2.** – VFSB/VDFP Smoke Alarm Installation and Residential Fire Safety Project Guidelines

**Motion:** Accept the VFSB/VDFP Smoke Alarm Installation and Residential Fire Safety Project Guidelines as presented.

**Discussion:** Discussion ensued regarding the question of whether or not smoke alarms can be installed in leased property in addition to owned property. It was the consensus of the Smoke Alarm committee that alarms should only be installed in owned homes due to legal implications. It was suggested to ask the Attorney General's office for advice on this issue. Agency staff explained the issues surrounding the installation of smoke alarms in leased properties and how property managers may attempt to take advantage of the grant program by circumventing their responsibility to install life saving devices in their leased properties. It was then suggested to later make an amendment to exclude large scale rental properties.

**Vote:** Motion carried

**Action:** Recommend to Full Board for approval

## **NEW BUSINESS**

### **Topic: Mini-Grants**

**Motion:** None



**Discussion:** Discussion ensued regarding the usability of Training Mini-Grants for certain training courses. It was suggested to possibly entertain the idea to fund training courses for FY2007.

**Vote:** None

**Action:** None

**Topic: Code Committee**

**Motion:** Add Danielle Gotthardt and Brian Mullins to the VFSB Code Committee.

**Discussion:** Discussion ensued regarding the need for members on the Code Committee. The current members are: Wally Rinaldi, Gary Huffman from Roanoke County, Steve Hall from Chesterfield County, Elaine Gall from the State Fire Marshals Office, Steve Sykes from Staunton, Curt Alvis, Billy Smith from VA Beach, Danielle Gotthardt from Loudoun county, and Brian Mullins.

**Vote:** Motion carried

**Action:** Recommend to Full Board for approval

**Topic: Voice Recorded Smoke Alarms for Children**

**Motion:** None

**Discussion:** A board member made a comment about the possibility of voice activated child smoke alarms to be placed in children's rooms in addition to the standard smoke alarm which is installed in a more central location in the home. It was suggested to take a look at the costs of such a program, as studies have shown that children are more likely to awake to their parent's voice rather than a sounded alarm.

**Vote:** None

**Action:** None

## **ADJOURNMENT**

The Committee adjourned at 1:54pm

Clerk of the Committee  
Nausheen I. Khan

## **REVIEWED BY:**

\_\_\_\_\_  
Russ Chandler, VDFP Liaison

\_\_\_\_\_  
Date

## **Enclosures:**

1. – Part I of the Virginia Uniform Statewide Building Code (2003 Edition)
2. – VFSB/VDFP Smoke Alarm Installation and Residential Fire Safety Project Guidelines

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD  
Administration, Policy and Finance  
December 1, 2005**

A regular meeting of the Committee on Administration, Policy and Finance was held at the Lynchburg in Lynchburg at 2:30pm. Mr. Thomas Fuqua served as Chair.

**COMMITTEE MEMBERS PRESENT**

Thomas Fuqua – Chair  
Carl Garrison  
Floyd Greene  
Dennis Mitchell  
Lora Sharkey

**COMMITTEE MEMBERS ABSENT**

J. Chris Kollman

**VFSB MEMBERS PRESENT**

Ken Brown  
John Miller in place of Carl Garrison  
Michael Reilly

**AGENCY MEMBERS PRESENT**

Buddy Hyde  
Nausheen Khan  
Christy King – VDFP Liaison  
Christine Lopilato – Budget Liaison

**GUESTS PRESENT**

Jerry Davis, Northern Neck  
Lee Day, Bedford Co.  
Steve Eanes  
Jack Jones, Bedford Co.  
Charlie Singleton, VSFA

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the October 2005 meeting. With no changes to the minutes, the October 13, 2005 meeting minutes were approved.

## **CHANGES TO THE AGENDA**

**Unfinished Business:** None

**New Business:**

A. Fire Marshal Academy Training Courses

## **PUBLIC COMMENTS**

Committee Chairman welcomed Steve Eanes to the board meeting and thanked him for all his previous and current commitments to the fire service.

## **COMMENTS FROM THE VDFP LIAISON & BUDGET LIASION**

**Enclosure 1.** – FY2006 Burn Building Grants Obligations and Cash Availability

**Enclosure 2.** – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability

The Agency Liaison reported that Chairman Sharkey extended the Governor's Award deadline to December 31<sup>st</sup>.

The Needs Assessment response rate has increased to 66% and the deadline for survey submittal is December 12<sup>th</sup>. A preliminary cover page to the Needs Assessment Volume II has been drafted and was shown to the Committee.

The ATL legislative proposal has not yet been approved but will be communicated to the Board as soon a response is given.

## **COMMENTS FROM THE COMMITTEE CHAIR**

The Committee Chair wished everyone a safe and happy holiday season and reminded all to attend the Social in room 213 at the hotel – no public business will be discussed at that time.

## **FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

**Topic: Bedford County Burn Building**

**Motion:** Accept Bedford County grant request for new burn building.

**Discussion:** The report was extensive and commended by board members.

**Vote:** Motion carried

**Action:** Recommend to Full Board for approval

**Topic: Northern Neck Burn Building**

**Motion:** Appropriate up to \$330,000 for the construction of Burn Building for Northern Neck upon completion and submission of required paperwork.

**Discussion:** The history of the Northern Neck burn building was briefly discussed, and the concerns expressed from the past board meeting have been answered.

**Vote:** Motion carried

**Action:** Recommend to Full Board for approval

**Topic: Bedford County & Northern Neck Burn Building Spending Plan**

**Motion:** Add to the FY2007 Burn Building Spending Plan the Bedford Burn Building funded up to \$430,000 and the Northern Neck Burn Building funded up to \$330,000.

**Discussion:** It was suggested to fund the localities' burn buildings in FY2007.

**Vote:** Motion carried

**Action:** Recommend to Full Board for approval

**FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Topic: Fire Marshal Academy Training Courses**

**Motion:** In the future, all VA Fire Marshal Academy training programs related to NFPA 1031, NFPA 1033, NFPA 1035, law enforcement training, and other related courses shall be received and approved by the Fire

Prevention & Control Committee and then forwarded to the VFSB for final disposition.

**Discussion:** None

**Vote:** Motion carried

**Action:** Recommend to Full Board for approval

## **ADJOURNMENT**

The Committee adjourned at 3:12pm

Clerk of the Committee  
Nausheen I. Khan

## **REVIEWED BY:**

\_\_\_\_\_  
Christy King, VDFP Liaison

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christine Lopilato, Grant & Local Aid Manager

\_\_\_\_\_  
Date

## **Enclosures:**

1. – FY2006 Burn Building Grants Obligations and Cash Availability
2. – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability